




MESA POLICE CRIME PREVENTION PRESENTS:

Personal Safety for School Employees

School Employees are dedicated individuals who often put in countless hours to make education successful for children! These hours can be logged in long after the school day is over. It is very important that you keep yourself safe! You are a valued person and everyone wants to be sure the children get to continue having you at school each day! Here are some simple tips to help keep you safe:



Avoid working alone in any building after hours

 Especially 8:00 p.m. to 6:00 a.m. = Stay Safely at Home if Possible!

 Burglaries often occur during these hours ~ Don't put yourself at risk!



Avoid entering the school alone after dark



Know Your Alarm Code and the Location of All Keypads

 If the Alarm goes off, **DO NOT** leave without talking to Police or the Alarm Company



Use the Buddy System and coordinate after work times



If something doesn't seem right, DO NOT enter the building!



Be aware of your surroundings at all times




Stay alert—try to avoid being too focused on work (lost in thought)



When working alone, avoid using earbuds/headphones



Keep noise to a minimum so you can hear outside sounds

 Footsteps, Doors Opening/Closing, Voices, & Anything Suspicious



Keep the door of the room you are working in locked




Let someone know where you will be and for how long

 Leave a note on your kitchen table with details of when you left and where to!



Keep a phone with you at all times

 Ask a friend to call and "check on you" occasionally



Don't hesitate to call the Police if needed ~ Trust Your Instincts!

Mesa Police Non-Emergency **(480) 644-2211** Option **2** ~ Emergency **9~1~1**